



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/771/2009

12 June 2009

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**CALL FOR NOMINATIONS FOR A REGIONAL TRAINING COURSE  
FOR NATIONAL AUTHORITIES IN ASIA  
ON TRAINING ESCORTS FOR INSPECTIONS  
TEHRAN, ISLAMIC REPUBLIC OF IRAN  
8 – 10 AUGUST 2009**

1. The Technical Secretariat (hereinafter “the Secretariat”) and the National Authority of the Islamic Republic of Iran are pleased to announce that a three-day training course for the personnel of National Authorities involved in receiving inspections under the Chemical Weapons Convention (hereinafter “the Convention”) will be held in Tehran from 8 to 10 August 2009.
2. The course is designed to provide practical assistance to States Parties in training escorts for inspections under the terms of the Convention. It is intended for personnel of National Authorities who are actually involved in the inspection process in their respective countries, and who may be able to assist with providing such training to others after they have completed the course. In this context, National Authorities, when nominating participants, are requested to propose personnel who meet these two criteria (see questions 2 and 3 in Annex 2 to this Note).
3. The course will focus on training personnel who are expected to perform the role of national escorts during OPCW inspections. The course will involve practical exercises (such as a mock inspection). The provisional programme for the course is included as Annex 1 to this Note.
4. Activities will be conducted in English. Participants are therefore expected to have a good command of English, both written and oral. No simultaneous interpretation will be provided during the training course.
5. The Secretariat expects to be able to sponsor the participation of a limited number of participants. Each nomination should specify whether sponsorship is a condition of the nominee’s participation. By forwarding the nomination forms on behalf of the course participant, the National Authority will be acknowledging that the nominee has accepted the terms and conditions under which the sponsorship will be provided. For sponsored participants, the Secretariat will cover the costs of travel, meals, and medical insurance, and will provide a limited subsistence allowance to cover sundry expenses. The Secretariat will also arrange and pay for accommodation for sponsored



participants. Sponsored participants who do not intend to use the accommodation arranged by the Secretariat are requested to indicate that as soon as possible, so that it does not incur hotel cancellation fees. In any case, the Secretariat will not cover the costs of any accommodation it has not arranged. National Authorities will be informed of costs incurred by the Secretariat due to the failure of participants to arrive or late cancellations.

6. When making travel arrangements for sponsored participants, the Secretariat will seek the most-economical options. The Secretariat will purchase tickets and send them to participants. Participants will be allowed to purchase tickets locally only if this leads to further savings for the Secretariat and if the Secretariat authorises it. In order for the Secretariat to keep costs to a minimum, sponsored participants are expected to arrive **no earlier than Friday 7 August 2009** and to depart **no later than Tuesday 11 August 2009**.
7. The Secretariat's agreement is required for any changes to the arrival and departure dates of sponsored participants. The Secretariat will not cover expenses unrelated to the training course or that result from changes in travel arrangements it has not authorised. Sponsored participants shall bear all costs resulting from changes they make, including cancellations, once the Secretariat has purchased tickets.
8. Participants are requested to obtain any necessary visas (including transit visas) before travelling to Iran.
9. States Parties are invited to complete the nomination form that is included as Annex 2 to this Note, making sure, in particular, to provide all the contact details it requests. Completed forms should be addressed to the Director, International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. Nominations may also be submitted by fax to +31 (0)70 306 3535, or by e-mail to [ipb@opcw.org](mailto:ipb@opcw.org). All nominations must be received by the Secretariat **no later than five weeks before the starting date of the training course**. Applications must be received at the Secretariat **by Monday, 6 July 2009**. Please be advised that participants must present an OPCW acceptance letter in order to register at the course.
10. Additional information about this training course may be obtained from the Implementation Support Branch, International Cooperation and Assistance Division. The contact persons are Mr V B Dhavle, who can be reached at +31 (0)70 416 3823, and Mr Ananda Perera, who can be reached at +31 (0)70 416 3818.

Annexes:

- Annex 1: Provisional Programme  
Annex 2: Nomination Form

## Annex 1

**REGIONAL TRAINING COURSE FOR NATIONAL AUTHORITIES IN ASIA  
ON TRAINING ESCORTS FOR INSPECTIONS  
TEHRAN, ISLAMIC REPUBLIC OF IRAN  
8 – 10 AUGUST 2009**

**PROVISIONAL PROGRAMME**

Time	Activity
<b><i>Saturday 8 August 2009</i></b>	
08:30 – 09:00	Registration
09:00 – 09:30	Opening of the training course
09:30 – 10:00	<i>Tea/coffee break</i>
10:00 – 10:30	An overview of the CWC <sup>1</sup>
10:30 – 11:00	An introduction to the OPCW
11:00 – 11:45	Status of the implementation of the Convention
11:45 – 12:30	The role of the National Authority in the implementation of the Convention
12:30 – 14:00	<i>Lunch break</i>
14:00 – 15:00	An overview of the declarations/verification/inspection process
15:00 – 15:45	Verification regimes under Article VI of the CWC
15:45 – 16:15	<i>Tea/coffee break</i>
16:15 – 17:00	Identification of declarable chemical industry activities/commonly declared Article VI activities
<b><i>Sunday 9 August 2009</i></b>	
09:00 – 09:30	National Authority preparatory activities for receiving OPCW inspections
09:30 – 10:30	Conduct of an OPCW inspection
10:30 – 11:00	<i>Tea/coffee break</i>
11:00 – 12:30	Practical aspects of conducting inspections
12:30 – 14:00	<i>Lunch break</i>
14:00 – 15:00	Practical aspects of conducting inspections (continued)
15:00 – 15:30	<i>Tea/coffee break</i>
15:30 – 16:15	Rights and obligations of the Inspected State Party and the Inspection Team
16:15 – 17:30	Receiving OPCW inspections: Sharing of experiences
<b><i>Monday 10 August 2009</i></b>	
07:00 – 08:30	Travel to facility for mock inspection
08:30 – 10:00	Site tour/Inspection Plan/Mock pre-inspection briefing
10:00 – 10:15	<i>Tea/coffee break</i>
10:15 – 12:00	Inspection activities
12:00 – 14:00	<i>Lunch break</i>
14:00 – 15:00	The preliminary findings report
15:00 – 15:30	<i>Tea/coffee break</i>
15:30 – 16:15	Inspection criteria/verification
16:15 – 17:30	Discussion
17:30 – 18:00	Summing up and closure

<sup>1</sup> The Chemical Weapons Convention

**Annex 2**

**REGIONAL TRAINING COURSE FOR NATIONAL AUTHORITIES IN ASIA  
ON TRAINING ESCORTS FOR INSPECTIONS  
TEHRAN, ISLAMIC REPUBLIC OF IRAN  
8 – 10 AUGUST 2009**

**NOMINATION FORM**

Please submit the completed form **by 6 July 2009** to:  
The Director, International Cooperation and Assistance Division, OPCW  
Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands  
Fax: +31 (0)70 306 3535; e-mail: [ipb@opcw.org](mailto:ipb@opcw.org).

**Please TYPE or USE BLOCK LETTERS.**

1.	Government body making the nomination	
2.	Is the nominee involved in activities related to inspections under the Convention?  <i>(To be completed by the National Authority)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide details: ----- ----- -----
3.	Will the nominee be involved with training other personnel in escorting inspections?  <i>(To be completed by the National Authority)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> If so, please provide details: ----- ----- -----
4.	Family name <sup>1</sup> of nominee	
5.	First name(s)	
6.	Date of birth	Day                  Month                  Year
7.	Citizenship	
8.	Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>
9.	Passport number	
10.	Date of issue	Day                  Month                  Year
11.	Expiry date	Day                  Month                  Year
12.	Place of issue	

<sup>1</sup> Please give the first and family names as they appear in the nominee's passport. Incorrect or insufficient information may result in travel-related difficulties.  
\* For this and all like items, please tick the appropriate box.

13.	Employer		
14.	Description of duties		
15.	Contact address (Please do not give a post-office box number.)	Street	
		Number	Post code
		City	
		Country	
16.	E-mail address		
17.	Telephone numbers, including country and city codes	Home	
		Work	
		Mobile	
18.	Fax numbers, including country and city codes	Home	
		Work	
19.	Has the nominee previously attended training sessions organised by OPCW?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		If so, when and where?	
20.	Is sponsorship a condition of participation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>